

Assistant Director, ORR

3 September 1948

Chief, Budget and Finance Branch

Restriction on payment of per diem while in travel status

1. It is considered advisable to direct your attention to some of the difficulties which have been encountered by the auditors in the Budget and Finance Branch as a result of travelers beginning or ending trips at such times in relation to the ending or beginning of quarter periods that it is necessary to require supporting justification and verification in order to allow per diem for the fractional periods involved.

2. In a number of instances, it has been noted that travelers depart shortly prior to 8:00 A.M. and return shortly after 6:00 P.M. of the same day, and under such conditions, it is necessary for the traveler to support his claim for per diem with a statement showing the necessity for departing prior to 8:00 A.M. or failure to return to official station before 6:00 P.M. as well as evidence to the effect that additional expenses were actually incurred as a result of the travel since the Standardized Government Travel Regulations require the head of the Department (or his properly designated subordinate) to administratively limit per diem allowances to those cases where the traveler actually incurs additional expenses as a result of the travel over and beyond those which have been incurred had the traveler remained at his official station.

3. Current problems also arise in connection with travelers who utilize train schedules whereby the scheduled departure time is only a few minutes prior to the end of a quarter. A similar situation exists when return to official station is scheduled shortly before the beginning of a quarter. Existing regulations require that the actual time of departure and arrival be considered in computing per diem allowances and, accordingly, it is necessary to verify the information shown by the traveler by contacting the carrier in many cases. For example, if a traveler leaves on a train scheduled to depart at 11:58 A.M., he should, in all instances, verify the actual departure time since in most cases the train would be two or three minutes late in departing and obviously no per diem would be allowable under the regulations for the quarter ending at 12:00 Noon.

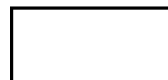
4. It will be appreciated if you will bring these matters to the attention of appropriate individuals in your office in order that all officials and employees concerned with travel and the presentation of

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Travel

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travel reimbursement vouchers will be familiar with the requirements to the extent that improper claims will not be submitted and time consumed in verification and submission of statements of justification will not have to be spent by the individuals concerned. In this connection, it should be brought to the attention of all travelers that per diem allowances are authorized on the basis that additional costs are occasioned by the travel.



E. R. SAUNDERS

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cc:

Mr.

Mr.

Fiscal (2)

REB/dhl

*Similar letter sent to asst Dir, OO
KSW*